

CODE ENFORCEMENT OFFICER

Definition:

Under general supervision investigates and reports on a wide variety of complaints, violations and concerns in the enforcement of the Municipal Code, Uniform Housing Code and other applicable local, state and federal laws and regulations to include housing, zoning and land use conditions and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Receives and investigates complaints involving housing, zoning, land use, property maintenance, public nuisances, newsracks, weed abatement and street vendors.

Investigates a wide variety of potential code violations in the field to include those in businesses, single and multi-family housing, other structures, vacant lots and other property.

Enforces the Fullerton Municipal Code and other legally adopted codes and ordinances.

Serves as a representative of the City for neighborhood and other groups.

Compiles data and prepares comprehensive and accurate investigation reports.

Notifies violators and advises on remedial actions necessary to abate violations.

Prepares notices of violation and monitors abatement progress.

Issues citations and appears in court as required.

Provides general information and interpretation of housing and municipal code regulations.

Coordinates inspections within the City and other governmental agencies in the enforcement of regulations.

Uses basic hand tools and a camera.
Drives a vehicle on City business.

Operates a personal computer and uses applicable software.

Other Duties and Responsibilities Include:

Lifts and carries boxes of files and other items weighing 30 pounds or less.

Posts notices using a hammer and/or staple gun.

Performs other projects/tasks as assigned.

Class Characteristics:

Code Enforcement Officer is a multi-incumbent technical position in the Community Development Department with duties specifically related to code enforcement.

Contacts and Relationships:

A Code Enforcement Officer establishes and maintains contact with other Community Development Department staff and staff in other City departments. Substantial contact is made with the public, requiring diplomacy and tact when dealing with code enforcement violations and policies. Other contact is established and maintained with other governmental agencies involved in code enforcement matters.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles and practices of code enforcement.

Investigative techniques.

Basic report writing.

Regulations and requirements related to court evidence.

Effective public contact skills.

English usage and grammar.

Research methods and techniques.

AND

Ability to:

Read and interpret local, state and federal laws and regulations relating to housing, zoning and land use.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Initiate corrective action to code related violations.

Analyze and evaluate data.

Communicate effectively orally and in writing.

Understand and follow oral and written directions independently.

Meet the public with tact and courtesy.

Prepare clear and concise reports and correspondence.

Read and write at the level required for successful job performance.

Operate a personal computer and use applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

One year of experience in the interpretation, administration or enforcement of municipal code, zoning, planning or related regulations.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that a Code Enforcement Officer file financial disclosure statements in accordance with state and local laws.

Ability to work a flexible schedule to accommodate City needs.

Ability to obtain a Penal Code 832 certification within six months of employment in this position.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

The ability to communicate in Spanish.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site. When work is performed on-site the incumbent may be exposed to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches and grasps. When performing inspections the incumbent uses basic hand tools and a camera and stands and walks on slippery/uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, reaches, bends and may be exposed to grease/oil, fumes, solvents or chemicals, dust, electrical and mechanical hazards and vehicular traffic. The incumbent may grasp, lift and carry boxes of records and other items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2011 and Title Changed from Community Preservation Officer

Revised July 2006 and Title Changed from Code Enforcement Officer

Revised July 2001

Revised December 1995

Revised July 1987